

WELCOME ABOARD GUIDE



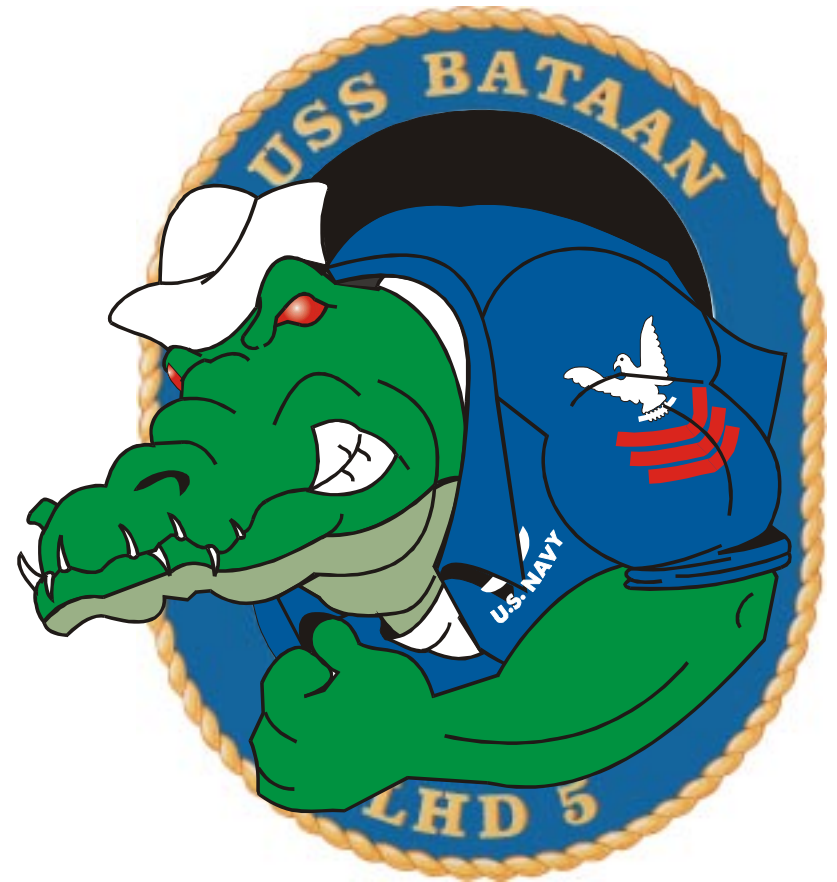
SHIP'S SEAL

Shield ~ Dark blue and gold are the traditional Navy colors and reflect the sea and excellence. Red denotes courage and sacrifice. White is for integrity. The seahorse represents USS BATAAN's natural association with the sea. The red path commemorates the Bataan Death March. The spears form a wedge underscoring amphibious assault and deployment of men and cargo ashore, as well as combat readiness, while highlighting the USS BATAAN's 12 battlestars. Bamboo alludes to the tropics and Pacific Theater where the first USS BATAAN served.

Crest ~ The wings represent the aviation heritage of the ship. The gold stars are for the seven battle stars earned in Korea, while the five points of the central star are for World War II Battle stars. The black mount suggests the mountainous terrain of Korea; the sun is adapted from the Seal of the Republic of the Philippines.

Supporters ~ The swords represent the Navy - Marine Corps Team.

Motto ~ "Courage, Commitment, Honor" are the Navy's core values.



FOR NEWLY REPORTING SAILORS

Notes



MP

MP Division is the largest division, responsible for the preventive and corrective maintenance of two Combustion Engineering 600 PSI V2M D-type boilers, two Turbine Driven Main Engines, two 100,000 GPD 6-Stage Flash Type Distilling Plants, five Turbine Driven Generators and all associated auxiliary equipment in support of main propulsion.

E

E Division is responsible for the steady and uninterrupted distribution of 2500 KW, 4009 amps, 450 volts, 60 Hz and 3 phase of electrical power for ship's service use. Branch shops in the division include the Motor Rewind, Lighting, Distribution, Electrical Tool Issue and Assault Shops.

AS

AS Division is responsible for the preventive and corrective maintenance of the electro-hydraulic steering gear, anchor windlass, port and starboard aircraft elevators, ballast/deballast compressors, monorails, stern gate, and cargo weapons elevators. This division is heavily involved in the support of flight quarters, ammunitions moves, and condition 1A (LCAC Operations).

A

A Division, a key quality-of-life supporter, is responsible for the preventive and corrective maintenance of six 300-ton air conditioning units, 3 refrigeration plants, two 2000 KW emergency diesel generators, two high pressure air compressors, five low pressure air compressors, hot water heaters, laundry and galley equipment, ready life boat and the captain's gig.

R

R Division plays a key role in the damage control, fire fighting capabilities and stability of the ship. This division is responsible for the preventive and corrective maintenance of ten damage control repair lockers, six AFFF stations, five decon stations, repair of ship structures and CHT piping systems. Additionally, they also train all newly reported personnel in basic and advanced damage control techniques.

WELCOME ABOARD

Greetings. I am Captain E. S. Yerger, commanding officer of the finest amphibious assault ship in the world - USS BATAAN (LHD 5). Let me be the first to welcome you to what I know will be your most challenging tour of duty and your most rewarding.

Although USS BATAAN is little more than five years old, it is a ship already rich in history with a sterling reputation. The foundation for that solid reputation has been cemented by the hard-charging, top-notch professional Sailors that came before you. They have had the honor of serving their country aboard BATAAN.

BATAAN was commissioned Sept. 20, 1997. The ship has made two major deployments. Our maiden deployment to the Mediterranean began Sept. 15, 1999 and ended March 15, 2000. Most recently, BATAAN returned from a seven-month deployment that spanned from Sept. 19, 2001 to April 20, 2002. During the deployment, we spent 118 straight days at sea in direct support of Operation Enduring Freedom. The Marines of the 26th Marine Expeditionary Unit pushed nearly 700 miles into Afghanistan in search of Al Quaida and Taliban forces.

BATAAN's air wing set flight hour records for our class of ship with nearly 7,000 hours accumulated. We won our second consecutive "Battle E" Award for mission readiness. We also won our third straight Captain Edward F. Ney Award for Food Service Excellence. Our ship received almost every award possible during this past year. More important than awards, we brought everyone home safely after doing our part in the war on terrorism.

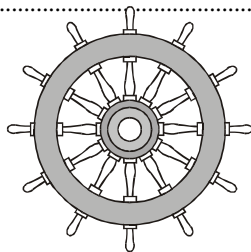
Your assignment aboard BATAAN will give you the opportunity to add to and become part of the ship's legacy. Enjoy your tour - train, qualify, work hard and have fun! You are the future of our Navy and our ship's life-blood.

Again, welcome aboard! When your tour is complete, I know you will look back fondly upon your time and service. I personally look forward to meeting you and having the honor of serving with you and calling you a shipmate.

E. S. Yerger

Table of Contents

CO's Comments (Welcome Aboard).....	3
Table of Contents.....	4
BATAAN History.....	5
LHD 5 Facts.....	6
Finding Your Way About the Ship.....	7
The Chain of Command.....	8
How to strike for a rating.....	9
Ombudsman.....	9
Morale, Welfare and Recreation (MWR).....	9
Ships Services.....	10
Duty and Duty Sections.....	11
Ship's Routine.....	12
Evolution and General Drills.....	14
Emergency Procedures.....	15
Damage Control.....	17
3-M Requirements.....	19
Electrical Safety.....	20
Military Courtesy and Customs.....	21
Quarterdeck Etiquette.....	22
Colors.....	23
Conduct Ashore.....	23
Flight Deck/Hangar Bay Procedures.....	23
Water Conservation.....	24
Air Conditioning Boundaries.....	24
Food Service Attendant.....	24
Payday.....	24
Leave.....	25
Uniforms.....	25
Civilian Clothes.....	25
12 General Procedures.....	26
Major Departments.....	27
Air.....	27
C5I.....	29
Deck.....	31
Operations.....	32
Engineering.....	33



OI

OI Division is responsible for the operation and maintenance of the Combat Information Center (CIC). The operational function of CIC is the control of operational and tactical information required for assigned missions and tasks. OI is responsible for the operation and maintenance of the Combat Information Center (CIC). The operational function of CIC is the control of operational and tactical information required for assigned missions and tasks.

OT

OT Division is divided into two functioning work centers: Ship's Signal Exploitation Space (SSES), consisting of CTA/CTM/CTO/CTR personnel and Electronic Warfare, consisting of EW/CTT personnel. SSES is responsible for providing cryptologic support to our ship, the Battle Group and Theater Commanders to include: collection, analysis and reporting of tactical information, in-depth signal analysis and reporting, direction finding critical contacts of interest and maintaining special voice and communications systems. Electronic Warfare is responsible for providing identification, classification and dissemination of electronic intelligence, control of operational and tactical own ship electronic emissions, as well as the operation and maintenance of the AN/SLQ-32A(V)3, NIXIE, and CHAFF Launching Systems.

OZ

OZ Division encompasses the Joint Intelligence Center (JIC), which is divided into five functional work centers: JIC Admin, Expeditionary Plot (EXPLOT), Photo Processing, Imagery Processing and Interpretation Center (IPIC) and Intelligence System Administration. The functions of these centers are integrated to provide various intelligence products to the operational consumer and is self sustained.

ENGINEERING

The Engineering Department consists of over 200 Sailors responsible for all mechanical and electrical provisions throughout the entire ship from bow to stern. The Chief Engineer is overall responsible for the proper performance of the department duties at all levels in the chain of command.

Engineering Department is composed of five divisions: MP (Main Propulsion), E (Electrical), AS (Assault), A (Auxiliary) and R (Repair).

Again, this introduction to Deck is just that. The department has many duties and responsibilities and once aboard we will make sure you are able to participate in as many evolutions as possible and learn all you can about the rate. We look forward to having you as a member of Deck and please do not hesitate to ask us for help!

“It’s a Great Day in Deck.”

OPERATIONS

Welcome to Operations Department. Each division plays an important role in safe operation of BATAAN. The following is a snapshot of what Operations Department has to offer you.

Operations Department is made up of five divisions: OA (Metro/Weather), OC (Air Traffic Control), OI (Combat Information Center), OT (Ship’s Signal Exploitation Space) and OZ (Joint Information Center).

OA

OA Division is responsible for providing full spectrum meteorological and oceanographic (METOC) products and services to embarked staff, air wing, amphibious craft detachments and the ARG. METOC support includes daily weather and sea state observations and forecasts, weather watches and warnings, flight briefings, surf forecasts and climatological data for planning purposes. OA provides Task Group forecasts which may include acoustic forecasts for ASW platforms, surf conditions for amphibious operations or full spectrum support during strike operations. The scope encompasses environmental conditions at, above, and below the air-ocean interface. The primary focus is to provide “Tailored” on-scene environmental products in support of specific warfare mission areas.

OC

OC Division operates in the Helicopter Direction Center (HDC) and is responsible for both Tactical and Terminal Air Traffic Control in the Amphibious Operations Area. As a tactical control agency, it provides real-time control to helicopters transporting troops and equipment from amphibious ships to landing zones ashore. In the Terminal ATC role, HDC is responsible for helicopter and VSTOL aircraft departure, approach and final approach control. During visual Meteorological Conditions, these functions are typically limited to providing control guidance until aircraft report the ship in sight. In Instrument Meteorological conditions, this may include holding, approach and precision final approach.

BATAAN HISTORY

THE BATAAN DEATH MARCH

USS BATAAN memorializes the valiant resistance of American and Filipino troops on the Bataan Peninsula in the dawning days of World War II. Fighting on the Philippine Islands of Luzon and Corregidor began just 10 short hours after the raid on Pearl Harbor. After weeks of Japanese air raids and beach landings on the north of Luzon, General Douglas MacArthur ordered withdrawal from the fortified north to the narrow jungle peninsula on December 23, 1941. There, combined Army, Navy, Marine Corps and American-trained Filipino forces opposed teeming Japanese aggressors.

Despite rampant disease, malnutrition and insufficient supplies and ammunition, the “Battling Bastards of Bataan” defended the peninsula until April 16, 1942. Corregidor fell shortly after on May 6, 1942. During combat, some units absorbed as high as 80 percent casualties. Tens of thousands of American service members died either in battle or during the unconscionable “Battle Death March.” The 65-mile Death March alone claimed the lives of more than 21,000 allies in less than a week. It is marked as one of the greatest travesties of World War II. Those who survived the march faced starvation and disease aboard “hell ships” during transportation to prison camps where they were held until Japan’s formal surrender in 1945.

*Two of every three Americans who defended
Bataan and Corregidor never returned home.*

Bataan was the last American stronghold in the Pacific theater to fall until MacArthur fulfilled his famed prophecy, “I shall return,” by reconquering the Philippine Islands two-and-a-half years later. The Battle of Bataan and the ensuing “Death March” are widely regarded as one of the greatest examples of allied courage, endurance and sacrifice in the history of military conflict.

LHD-5 is preceded in name by USS BATAAN (CVL-29), a light carrier which earned 12 battle stars in service during late World War II and the Korean Conflict. CVL-29 was commissioned Nov. 17, 1943, in Philadelphia. It was the first ship named in commemoration of a World War II battle. USS BATAAN set to sea charged by Secretary of the Navy Frank Knox with “...a rendezvous with destiny that shall not be denied.”

During the waning days of World War II, CVL-29 served in the Pacific arena as part of the famed Task Force 58. Some of its major excursions included the Battle of the Philippine Sea in June 1944. CVL-29 decommissioned in February 1947 and placed in reserve. USS BATAAN received five battle stars for service in the World War II Pacific Campaign.

CVL-29 was re-commissioned May 13, 1950, when conflict in the east again appeared inevitable. USS BATAAN’s pilots flew missions throughout the Korean Conflict, mostly in support of ground forces. These missions included the First United Nations Offensive in 1951 and the Communist China Spring Offensive of 1952. CVL-29 was permanently decommissioned in April 1954. USS BATAAN received seven battle stars for service during the Korean Conflict.

LHD 5 FACTS

Type of Vessel: Wasp-class multi-purpose amphibious assault ship.

Builder: Ingalls Shipbuilding

Keel Laid: March 16, 1994

Commissioned: Sept. 20, 1997

Propulsion: Two steam propulsion plants, developing a combined 70,000 horsepower that will drive the 40,500 tons to speeds in excess of 20 knots.

Length: 844 ft

Beam: 106 ft

Navigation Draft: 27 ft 6 in

Height of eye (pilothouse): 30 ft 6 in

Height of eye (exposed Comm): 102 ft 6 in

Height of hawse pipe to Pelorus: 325 ft

Height of SPS-67 radar to hawse pipe: 368 ft

Masthead height at Navigation draft: 189 ft 3 in

Registered tonnage: 42,252 tons

Screws diameter: 18 ft 6 in

CC

CC is the smallest division but with the most equipment. The ICs maintain the internal communications systems, including the telephone and IMC. There are also many alarm systems and monitoring systems they maintain. Some of these systems help keep the evaporators making clean fresh water for the ship.

DECK

Deck is one of the larger departments on the ship, averaging 75 - 100 Sailors. The job you do depends on what division you work in. Although Deck Department personnel do a lot of hard, tiring work, by working together, we build a camaraderie among the shipmates in the divisions that will follow you well past your tour.. Deck Department is extremely proud of it's impeccable safety record for all evolutions and we strive hard to maintain the highest safety standards.

Underway, Deck is responsible for manning the following bridge watches: Boatswain Mate of the Watch, Messenger of the Watch, Helmsman, Lee Helmsman, Lookouts, and Aft Steering. As a member of a watch team, you are responsible for driving the ship, thereby ensuring the safety of your fellow shipmates. While refueling and taking on stores, Deck is the driving force behind supplying the ship. During underway replenishments, Deck maintains the bridge watches, runs the refueling and connected replenishment stations and brings on mail, fuel and food to the crew. Prior to getting underway or pulling into port, Deck is responsible for handling all lines, ensuring the ship is moored safely to the pier. While in port, one of the main jobs is painting and preservation of both the inside and outside of the ship. The side's crew helps to maintain the appearance of the ship. Deck Department prides itself on the outstanding appearance of the BATAAN.

Deck Department is composed of two divisions: 1st (First Division) and 2nd (Second Division).

1st

First Division works out of the Foc'sle and is responsible for the aforementioned tasks.

2nd

Second Division works out of the Canvas shop. Second Division owns the Well Deck and is responsible for Condition 1A (Well Deck Operations). During this evolution, we send troops and supplies ashore and to other ships in the Amphibious Ready Group (ARG). During flight quarters, Second Division mans up the ready lifeboat to ensure the safety of the flight deck crew. In the event of a man overboard, Second Division is responsible for lowering the RHIB boat into the water and recovering the man.

CW

CW Division maintains and operates the ship's self-defense weapon systems, air search and fire control radars, and display consoles. These include MK-15 Close-In-Weapons System (CIWS), Rolling Airframe Missile (RAM), NATO Seasparrow Missile System (NSSMS), SPS-48E Air Search Radar, MK-23 Target Acquisition System (TAS) Radar and Advanced Combat Direction System (ACDS). Combat Weapons is also divided into four workcenters: RAM and CIWS, NSSMS and TAS, SPS-48E and ACDS.

CG

CG Division handles all of the small arms onboard. These weapons include the 9mm Beretta pistol, the M14 Springfield rifle and the 12 Gage Mossberg shotgun. Other weapons maintained are the .50 Cal Browning M2HB, 25mm M242, M60 SHCO and M79 Grenade Launcher. Additionally, they test and maintain the magazine sprinkler systems, an enormous responsibility. CG trains and qualifies all shipboard personnel in the use of small arms and crew-served weapons. The section leader will determine whether or not each watchstander will be weapons qualified depending on which watch the new crewmember is assigned to.

CA

CA Division is the "Computer Experts." CA sets up your SIPRnet and NIPRnet account access which gives you the capability of sending email all over the world. All trouble calls for computer problems are routed to CA for repair through the Computer Help Desk. In a tactical environment, they are the technicians for the Global Command and Control Systems-Maritime network.

CR

CR Division keeps us connected to the rest of the world. They maintain all communications equipment for the entire ship. Their primary job is to handle incoming and outgoing message traffic. CR also maintains the voice circuit equipment for all phone lines and the equipment that runs the NIPR and SIPR net.

CS

CS Division provides the eyes and ears for the ship. Comprised of Electronics Technicians, CA maintains a variety of support equipment, including the ship's radar, communications, and navigation equipment and copy machines and phones.

FINDING YOUR WAY ABOUT THE SHIP

Compartment numbers contain the following information: **Deck Number/Frame Number/Relation to Centerline of Ship/Compartment Usage.**

The number assigned to a compartment is determined by the following:

Deck Number - The main deck is number "1". The main deck on BATAAN is the **Hangar Deck**. The first deck **below** the main deck is numbered "2". The next deck is "3" and so on down to the lowest deck of the ship. The first deck **above** the main deck is numbered "01", the next is "02" and so on to the highest level.

Frame Number - Frame numbers begin at the most forward part of the bow and run consecutively to the stern. There are 130 frames. Each frame equals seven feet.

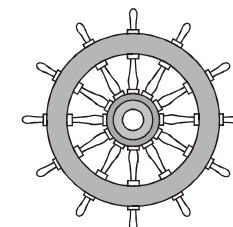
Relation to the Centerline of the Ship - Compartments to the starboard (right) of centerline have odd numbers running from the centerline outboard; i.e., 1, 3, 5, 7. Compartments to the port (left) of centerline have even numbers running from the centerline outboard; i.e., 2, 4, 6, 8. Compartments located on the centerline itself are designated by the number "0". Remember port even, starboard odd (PESO).

Compartment Usage - The last part of the compartment number is a capital letter identifying the primary usage of the compartment. For example:

A - Stowage Spaces	HM - Cargo Ammunition
C - Controlled spaces	M - Ammunition
E - Engineering spaces	Q - Office or shop
F - Fuels, oils	V - Voids
L - Living space	W - Water tanks
AA - Vehicle stowage area/cargo	

Example of a Bulls Eye

DECK-FRAME-SIDE-USAGE	1-56-2-Q
FORE-AFT FRAME NUMBERS	FR 56 - 57
RESPONSIBLE DIVISION	S-2



THE CHAIN OF COMMAND

Your Leading Petty Officer (LPO) and your Chief Petty Officer are your direct links in the Chain of Command. A typical Chain of Command looks like this:

YOU - LEADING PETTY OFFICER - DIVISION CHIEF - DIVISION OFFICER - DEPARTMENT LEADING CHIEF - DEPARTMENT HEAD - EXECUTIVE OFFICER - COMMANDING OFFICER

The Chain of Command is an essential and active element of daily life aboard BATAAN. It exists to make sure the Navy and each Sailor does their job without confusion and wasted time and effort. Those in charge must know their responsibilities and everyone must account to someone for their job and actions. There must be a sense of direction so everyone knows what they are supposed to do. Clear communication between all levels is required to accomplish that direction.

Your relationship with your LPO and your Chief is very important. By showing that you work hard, take orders willingly, are a good learner and get along well with your shipmates, your chain of command will gain trust in your abilities as a team player.

Always take any problems you have to your LPO first, then to your Chief, and then up the chain further if necessary. Never create a short circuit by jumping your LPO or CPO and going directly to your Division Officer or above with a complaint. If you have what you consider to be a serious problem or complaint, there is an established way to address the upper chain of command. Start by submitting a special request chit requesting permission to talk to your Division Officer, Department Head, the Executive Officer or even the Commanding Officer if you feel it necessary. Your chain of command will help you advance to the next level with addressing the problem.

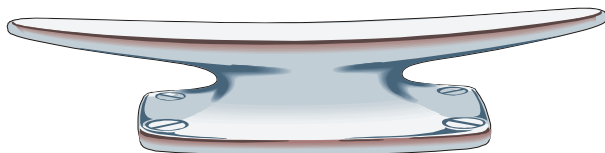
Your Chain of Command is:

Leading Petty Officer: _____ Chief Petty Officer: _____

Division Officer: _____ Department Leading Chief: _____

Department Head: _____ Executive Officer: _____

Commanding Officer: _____



4. DO NOT PT on the flight deck after sunset or before sunrise. PT on the flight deck is allowed during daylight hours when the ship is not at flight quarters unless other drills are scheduled.
5. DO NOT take flash pictures at night during flight operations.
6. Flight deck operations can be observed from the weather decks on the 06 level of the island. However, eye and ear protection must be worn at all times.
7. No one is allowed on the flight deck after dark without proper flight deck flotation gear.
8. The support equipment (SE) found in the hangar bay and on the flight deck is not to be used as workbenches, platforms or seats.
9. DO NOT show any white lights topside while NVG operations are conducted at night.
10. Remain clear of all personnel involved with aircraft moves. DO NOT walk in front of the aircraft director while he is directing aircraft.
11. BE AWARE OF WHERE YOU ARE AND WHERE YOU ARE GOING! WATCH FOR HAZARDS AND THINK SAFETY. THE HANGAR BAY AND FLIGHT DECK ARE INHERENTLY DANGEROUS PLACES.

V-4

V-4 Division, known throughout the fleet as the “Grape Apes,” consists of two workcenters: Below Deck and Flight Deck. V-4 is responsible for all JP-5 onboard, fueling and defueling of transient/embarked aircraft. Additionally, V-4 stores, transfers, and purifies JP-5 issued aircraft.

C5I

C5I department is manned by 140 personnel who maintain and operate equipment throughout the ship, from the bottom of the hull to the top of the mast and from the extreme port and starboard side of the hull to the aft missile platform. The maintenance, upkeep and operation of the ship’s self defense weapons systems, all ammunition (both Navy and Marine) and magazines and associated sprinkler systems, the management of the armories’ small arms and crew-served weapons fall under C5I.

C5I Department is composed of five divisions: CO (Combat Ordnance), CW (Combat Weapons), CG (Combat Gunnery), CA (Combat ADP), CR (Combat Radio) and CC (Combat Communications).

CO

CO Division requisitions, receives, issues and stores all ammunition and explosives for ship’s ordnance and embarked USMC units. Ordnancemen man spaces from the flight deck to lower level magazines. They maintain, assemble and transport ordnance in support of the ship’s mission. Aviation Weapons Support Equipment (AWSE), a workcenter under the CO, maintains over a thousand pieces of associated equipment. The flight deck crew mans the “bomb-farm” during all air operations and evolutions.

Safety - The AIR Boss' number one concern while conducting flight operations is safety. The flight deck is a dangerous place for you and your shipmates. If you have a question or think something is unsafe, it is your duty to stop that action immediately and then inform your chain of command. There are several controls put in place to prevent injury while on the flight deck.

1. *Flight Deck Observers* - EVERYONE IS A FLIGHT DECK SAFETY OBSERVER. Remember this at all times.

2. *Personal Safety* -

a. Situational Awareness - This is a term that means to know what is going on around you. You must be aware of aircraft moves, launches and recoveries. A CH-53 kicks up a lot of rotor wash and this alone can send you tumbling down the flight deck and injure you. Remember the flight deck is covered with non-skid and it will leave a nice strawberry on you if you go skidding across it.

b. Protective Gear - As discussed above, your flight deck clothing and gear is for your personal safety. Goggles will help prevent eye injury and boots will help keep your toes from being broken or crushed. Should you happen to fall overboard, your float coat will save your life as well as help the SAR helicopter or ship's rescue boat find you at night.

Safety Officer - Either the Ship's Safety Officer or a representative will be on the flight deck at all times. Their job is to look for unsafe situations and possible actions that may lead to unsafe acts. This does not relieve you of your responsibility to help them out. There are designated by white jerseys and white float coats with a green cross on the back.

V-3

V-3 Division is responsible for coordinating aircraft movement, elevator operations, aircraft firefighting and other tasks in the Hangar Bay. The biggest challenge for V-3 is space management for the various events that take place in the hangar. In addition to extensive aircraft maintenance, the Hangar is used for everything from aviation parts storage and support equipment storage to gun shoots and large formations. While the tempo is much slower than on the Flight Deck, V-3 is vital to sustaining flight operations.

Safety - *The following safety guidelines must be followed.*

1. All personnel not involved with flight operations shall remain clear of the Flight Deck, catwalk and port troop walkway during Flight Quarters. Entering these areas during flight operations not only endangers you, but also aircrews and Air Department personnel.
2. Do not eat, drink, smoke, chew, or spit on the flight deck, hangar bay or weather decks.
3. Do not throw anything over the side from the flight deck or hangar bay at anytime.

HOW TO STRIKE FOR A RATING

If you are an "A" School graduate or a designated striker, you will be assigned to a specific division that requires your specialty. However, if you are a non-designated seaman, airman or fireman, you will be assigned to the department appropriate to your apprenticeship skills. For example, seaman will be assigned to Deck Department, airman to Air Department and fireman to Engineering Department. Non-designated personnel have an opportunity to "shop around" for a rating. After being aboard for six months, you may request to appear before the Professional Development Board (PDB). Before going before the board, you must complete all of the requirements for PO3 for the rating in which you desire to strike. The following individuals will help you in this process.

Division Career Counselor: _____

Department Career Counselor: _____

Command Career Counselor: _____

OMBUDSMAN

The ombudsman is the official representative of the Navy family. The ombudsman plays an important role in establishing and maintaining communication between the families of personnel assigned to the command. The ombudsman plays an especially important role in providing support and assistance when the ship is away from homeport. The Family Support Group is an organization of BATAAN family members devoted to supporting each other when the ship is at sea or deployed for extended periods. The Family Support Group sponsors numerous activities and meets at least once a month. The CARE Line is used by the ombudsman to keep the families informed.

Ship's Ombudsman: _____

Family Support Group President: _____

CARE Line: _____

MORALE, WELFARE AND RECREATION (MWR)

BATAAN has an extensive MWR program. This program encompasses a wide variety of athletics (weight room, running club and gear checkout) and a complete schedule of entertainment underway and in port. Other recreational and entertainment opportunities include leisure games, the library, various clubs and discount ticket sales. Physical training on the flight deck or in the hangar deck will be allowed as long as it does not conflict with flight quarters, training or operational evolutions. For distances, 10 laps on the flight deck equals roughly three miles. Take care of the equipment in the gym. If you lose, abuse or break any item, it will not be replaced and will not be available for the rest of the deployment.

An MWR Committee, which is represented by divisional and embarked troop designated representatives, meets monthly or as necessary to discuss crew proposals and other matters of interest. Contact your representative for more information.

SHIP'S SERVICES

The ship's store, barber shops and laundry are operated by the Ship's Serviceman.

Ship's Store - (2-25-0-A) The ship's store stocks necessary health and comfort items and a wide range of snacks, candy, clothing and many gift items, such as cameras and jewelry. All profits from the store goes to the Morale, Welfare and Recreation Fund.

IN PORT

M-F 0700-1200

Sat/Sun/Holiday CLOSED

AT SEA

Normal Workday 0900-2000

Sunday/Holiday 1300-1600

Barber Shop - The barber shop is open regularly for free haircuts. Haircuts are given by appointment only. Punctuality is important. Appointments are available during the following hours:

IN PORT

M-F 0700-1200 (crew)

0700-1000 (Officer/CPO)

Sat/Sun/Holiday CLOSED

AT SEA

Normal Workday 0900-1500 1800-2000

Sunday/Holiday 1300-1600

Crew's Barber Shop (2-28.5-2-Q) Officer/CPO Barber Shop (02-99-2-Q)

Laundry - (4-73-0-Q) Laundry will wash all bed and table linen, uniforms and underwear.

Personnel - (02-118-0-Q) The personnel officer maintains all service records. The Personnelmen make all service record entries and ensure your record is up to date. They also process leave papers and Temporary Additional Duty (TAD) orders.

Disbursing - (02-117-2-Q) The disbursing officer maintains all pay records. Checks can be cashed and pay issues resolved during the following working hours:

In Port: M-F 0800-1100 At Sea: M-F 0900-1100 and 1300-1500

Medical - (01-73-0-L) The medical facility is equipped to handle most illnesses and injuries which may occur. Medical is your primary care provider. If you require an appointment at another facility, medical will issue a consult. Medical will also hold shotex regularly to update shots and HIV testing. Sick call hours are:

At Sea: 0730-0830 Inport: M-F 0700-0800 (when Quarters is 0610)

M-F 0730-0830 (when Quarters is 0710)

Saturday 0700-0800

Dental - (01-61-1-L) Dental appointments are listed in the POD for annual exams and routine appointments. Sick call hours are: In Port 0630-0730 and At Sea 0730-0830.

Post Office. (1-45-1-Q) The Post Office is a smaller version of any United States Post Office. Stamps and money orders can be purchased, letters and packages can be mailed and you can receive mail. Your mailing address is:

Rate/Name

Division

USS BATAAN (LHD 5)

10 FPOAE 09554-1657

MAJOR DEPARTMENTS

AIR

Welcome to Air Department. For those of you who are new to the Navy and amphibious assault ships, the following will get you acquainted with the overall mission, organization and safety concerns of Air Department. For those of you with more seniority and experience, the following will serve as a good refresher. While this introduction won't cover all the information you will need about the department and the flight deck, it is pertinent information to get you started.

Air Department is composed of four divisions: V-0 (Administrative), V-1 (Flight Deck), V-3 (Hanger Bay) and V-4 (Fuels).

V-1

V-1 Division is responsible for the successful movement, launch and recovery of aircraft on the flight deck. New personnel will begin as Aircraft Handlers and progress towards Aircraft Directors. Some of V-1 personnel are assigned as Crash and Salvage Crewman. Through a series of on-the-job training (OJT) and personnel qualifications (PQS), Crash and Salvage personnel are trained as rapid response to aircraft crashes.

Flight Deck Uniform - All personnel on the flight deck during Flight Quarters are required to be in the proper flight deck uniform. It consists of the following:

1. Flight Deck clothing - You will be given flight deck jerseys shortly after checking in. The jersey's color will correspond to your job. During flight operations, your sleeves must be rolled down.
2. Cranial - This is your protective headgear and hearing protection. Many personnel have been saved by properly wearing their cranial. Unless the flight deck is at "Sunshine" (relaxed flight gear condition) your cranial must be on with the chinstrap fastened.
3. Goggles - Goggles must be worn at all times. You will be given clear and dark lenses. It is your responsibility to change to clear lens before sunset.
4. Flight Deck Boots - Steel-toed boots must be worn at all times. Take care of these boots and keep them in good condition. They do not have to be polished to a shine, but must be kept black to help prevent unnecessary wear and tear on them.
5. Float Coat - The MK-1 float coat is equipped with an inflatable life preserver that is saltwater activated or can be manually inflated. It also comes equipped with a strobe light, sea dye marker and a whistle. It is your responsibility to maintain and perform a daily inspection of your float coat. This equipment will save your life if you go over the side of the ship.
6. Whistle - During aircraft moves, you will act as a safety observer. You must have your whistle in your mouth at all times during aircraft moves. The time it may take to blow it may be the difference in preventing an aircraft "crunch.." Blow your whistle anytime you believe personnel or the aircraft to be in jeopardy or in an unsafe situation.

TWELVE GENERAL RULES AND PRECAUTIONS

These are important rules and precautions which you should always follow:

Water - Fresh water is a precious commodity at sea and should not be wasted.

Electrical/Mechanical - You can never be too careful with electricity aboard ship. Think safety! Do not turn on a switch or operate a valve that has a red danger tag attached.

Lifelines - Never lean on a lifeline. They are there to keep you on the ship and out of the water. Do not sit on troop walkways or catwalks with your legs dangling over the side.

Access - There is only one way on and off the ship - the Quarterdeck. Do not use a mooring line or shore power cable to board or depart the ship.

Throwing Things Over the Side - Never throw things over the side except when authorized to do so at sea (usually RAS Station 5).

Hatches - Never go down through a hatch or scuttle without first testing it to determine if the braces are locked in place.

Heavy Weather - During heavy weather and high-wind steaming, never go out on the weather decks, including the troop walkways, unless permission has been granted by the OOD. Keep all watertight weatherdeck doors securely dogged during heavy weather.

Running - Never run. Walk on deck or through passageways.

Decks - Always beware of wet, slippery decks. Do not violate areas that are secured for cleaning or maintenance.

Smoking - Never smoke anywhere except the authorized areas. Make sure that the smoking lamp is lit before you light up! Smoking is never authorized while the ship is refueling or personnel are handling ammunition. You may not use the smoking areas in PT gear.

Tools and equipment - Never use any tools or operate any equipment, machinery, switch or lever which you are not familiar with and which is not your duty to operate or use. You must obey posted working hour signs at Tool Issue, electrical shops, etc. Plan your requirements around these hours. Emergencies are the exception. Do not alter any ventilation line or cause damage to the ship or ship's equipment for personal benefit (poking holes in vent lines).

General Cleanliness - Pick up after yourself. Don't throw items on the deck or on other structures. Dispose of items properly. Please help keep the ship clean and safe.

DUTY AND DUTY SECTIONS

Duty/Duty Section - Duty sections are established to ensure all watch and emergency stations are manned in port. The duty section is required to **remain on board** for the duration of the duty day in order to maintain the safety and security of the ship. If you are in a duty status, **you must not leave the ship** without an approved stand by.

Your Duty Section is: _____

Standby's/Exchange of Duty - Duty day standbys are authorized only through an exchange of duty. Under no circumstances is money to be exchanged. All standbys require two chits to be routed at the same time through the department head. Requests shall be made to exchange only with someone equally qualified to perform watches and fire party drills.

Relieving the Watch - It is customary for the oncoming watch to be on station in sufficient time to relieve the watch thirty minutes before the hour. When reporting for a watch, say "I am ready to relieve you." The person on watch passes on any pertinent information relating to the proper standing of the watch. When you understand all of the conditions and instructions, say "I relieve you." Thereafter, you are completely responsible for the watch.

Key personnel in the duty section are:

Command Duty Officer (CDO) - The CDO acts on behalf of the CO in his absence.

Section Leader - The section leader is the senior enlisted person in the duty section. The section leader assigns watches within Engineering Department, Damage Control Central Supervisor, Cold Iron, Auxiliary Rover and Sounding and Security. The section leader must know your status in the duty section at all times. He/she must be notified if you intend to go on leave, TAD (to school, Mess Decks, etc.) or leave the ship for any reason. The CDO must also be informed prior to your departure.

Your Section Leader is: _____

Officer of the Deck (OOD) - The OOD is the Officer, Chief Petty Officer or Petty Officer on watch on the Quarterdeck who is responsible for the safety, security and administration of the ship while on watch. The OOD is the direct representative of the CO/CDO. You will carry out all orders given by the OOD.

Engineering Duty Officer (Duty Engineer or EDO) - The EDO is responsible to the CDO and acts for the Chief Engineer during the daily duty routine. This includes the management of all engineering equipment and the supervision of all engineering duty personnel. The EDO maintains the engineering log and the tagout log. They also advise the CDO on all engineering related matters.

SHIP'S ROUTINE

Plan of the Day (POD) - The POD is the daily schedule of events, prepared and issued by the Executive Officer. It will name duty officers, assign various watches and include any changes or additions to the normal routine and orders of the day. The POD may include drills, training schedules, duty section, working parties and examination or inspection information. The POD is distributed throughout the ship. The POD is posted daily on the O-2 level, port side at Frame 118. All hands are responsible for knowing the contents of the POD. All ships have standard routines for in port and at sea. Normal in port and at sea routines are found in the Ship's Organization and Regulations Manual (SORM). Departures from the normal routine are published in the POD.

Quarters - Quarters is held every workday for muster, instruction and inspection. Foul weather parade is held inside the ship during bad weather and fair weather parade means that quarters may be held on deck in exposed areas. At Quarters, the POD is read and additional work assignments are made.

Plan of the Week (POW) - The POW is a schedule of all known events for the week. The POW will be prepared and distributed prior to the commencement of the following week. The POW is a planning schedule that affects all hands, so ensure that you read and understand it.

Watch, Quarter and Station Bill - The watch, quarter and station bill displays the duties of each member of the crew for each emergency and watch condition. The watch quarter and station bill is maintained by your division officer and is posted in your berthing compartment and division spaces. Your watch, quarter and station assignments are:

General Quarters: _____

Wartime Steaming (Condition III): _____

Special Sea and Anchor Detail: _____

Man Overboard: _____

Abandon Ship: _____

Fire (At sea): _____

(In port): _____

LEAVE

You earn leave at the rate of 2.5 days per month, or thirty days per year. Leave chits must be submitted through the chain of command, including your duty section leader. Leave will be granted on a case-by-case basis in accordance with the ship's evolutions. It is BATAAN's policy not to grant leave if you have a negative leave balance. In other words, if you have no days which are credited to your account, then you will not be authorized to take leave. This policy may be waived in cases of emergency leave or for other special circumstances as determined appropriate by the XO.

UNIFORMS

Your seabag is required to be complete, with all clothing properly stenciled and in good condition. A full seabag of uniforms shall be maintained onboard. Stencils will not be blanked out and stenciled over. The uniform regulation list is obviously the bare minimum. Always have sufficient number of uniforms for every occasion. You should also maintain one brand new uniform for inspection purposes.

CIVILIAN CLOTHES

Civilian clothes privileges are granted to all members of BATAAN. These privileges are retained as long as you maintain a complete seabag. Civilian clothing is not authorized underway, except that used for sleeping. Failure of a seabag inspection will constitute grounds for removal of civilian clothes privileges. Current clothing styles are authorized with the following exceptions:

1. No tank tops or white undershirts used as outer garments.
2. No cut off shorts or Navy-type utility pants with ownership stencils or markings. Camouflaged utilities shall not be worn as civilian attire.
3. Footwear is required. Shower shoes will not be worn around the ship, except to/from the shower, and are not authorized liberty attire. Sandals must have a heel strap and be secure to the foot. Shoes must be laced to prevent safety problems.
4. Ear, nipple or nose rings shall not be worn aboard ship or **ANY** federal installation (base or facility) and never while in uniform.
5. Frayed or torn clothing shall not be worn.
6. Clothing that promotes alcohol or drug abuse, anti-U. S. propaganda, sexual/ethnic discrimination or discredits the U. S. or the Navy is prohibited.
7. In foreign ports, local customs will be observed. For example, long pants and shirts with collars are required in the Persian Gulf.
8. PT gear is authorized only when working out and will not be worn around the ship. PT gear will not be worn as a liberty uniform.

These regulations are enforced to ensure minimum levels of proper dress are consistent with presenting a squared away ship. The easiest way to avoid problems is to learn the standards and conform to them. If you challenge or violate uniform regulations, the OOD will not allow you to leave the ship until the discrepancies have been corrected.

WATER CONSERVATION

Conserve water - The ship's water supply is extremely limited since our water is distilled from seawater while underway. The engineering plant, galley and laundry use large amounts of water. Thus, use by the crew becomes a critical conservation factor. We must all cooperate to conserve fresh water by reporting fresh water leaks and taking NAVY SHOWERS!

Navy Showers - Water conservation at sea requires us all to take Navy showers to use a minimum amount of fresh water.

Here's how:

1. Turn on water, minimum pressure, wet down
2. Turn water off
3. Soap down with water off
4. Turn on water, minimum pressure, and rinse

You'd be amazed at how much water is saved by all hands taking Navy showers.

AIR CONDITIONING BOUNDARIES

Ventilation systems are not to be modified in any way. We can not cool the outside - keep doors and hatches closed. Do not change vent louvers, access plates, screens or diffusers.

FOOD SERVICE ATTENDANT

Due to the tremendous workload in BATAAN's galley, and the fact that we neither have sufficient manning nor sufficient space for additional manning, many non-rated personnel will be required to help out in the galley as Food Service Attendants (FSAs). A normal tour lasts ninety days, but may be extended due to personnel shortages. While serving as an FSA, you may be involved in all aspects of the food service organization including service, preparation and sanitation. The entire crew benefits from your efforts in the galley and you in turn should learn as much as you can about the food service operation and how everyone plays an integral part in the success of BATAAN. This work is extremely important. Remember, courtesy and politeness go along way on both sides of the serving line!

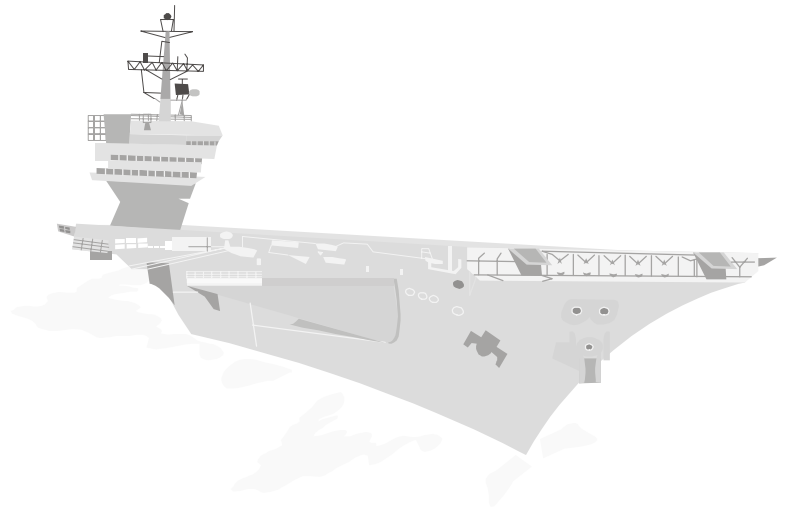
PAYDAY

Payday is normally held on the 1st and 15th of each month, except when they fall on a weekend or holiday. All hands are required to participate in the Direct Deposit System (DDS). Manage your money wisely, pay bills promptly, and do not leave large amounts of cash in your locker or your wallet. Keep valuables locked up safely. Do not keep more money than you need. Use the "split pay" option and leave the money in your account until you need it. We cannot reimburse you for lost or stolen money.

Darken Ship - At sunset, the ship normally operates in a darkened ship configuration so only required navigation lights can be seen. Troops should not open any hatch, door or port light which is secured during darken ship. If you pass through an exterior door at night, make sure it is secured after you. All troops are warned of the danger of being on deck after dark. Decks become wet and slippery, the ship is normally very dark and it may maneuver or change course suddenly. The only personnel authorized on the weather decks after dark are individuals involved in flight operations and watch standing. There will be no lounging, standing, smoke breaks or rest breaks taken after dark on weather decks while at sea.

Passing the Word - The loudspeaker system is called the 1MC. When word is passed on the 1MC, all hands are assumed to have heard it. Listen and know what word is passed. It is passed only once so be sure to listen closely. If the announcement affects you, comply with it immediately.

Cleanliness - Cleanliness of the ship is a full time responsibility for crewmembers and embarked troops. Every effort should be made to pick up and dispose of all soft drink cans, candy wrappers and paper cups in trash cans located throughout the ship. Separate trash cans are provided for aluminum cans, plastics and paper products. Environmental regulations prevent dumping of plastics into the ocean. Save all aluminum cans for recycling. Word will be passed when to bring them to the collection point. Do not mix trash!



EVOLUTIONS AND GENERAL DRILLS

General Quarters (GO) and Other Drills - BATAAN must maintain a high state of readiness at sea and in port. To accomplish this, shipwide and duty section drills are held routinely. Drills held in port are security drills to test shipboard security measures and Inport Emergency Team (IET) drills consisting of fire, flooding and rescue and assistance drills.

In port drill periods provide an excellent opportunity to learn aspects of damage control which you may not normally encounter at your assigned at sea station. Regularly scheduled drills assist you in attaining damage control qualifications and enables BATAAN to combat any emergency which might arise.

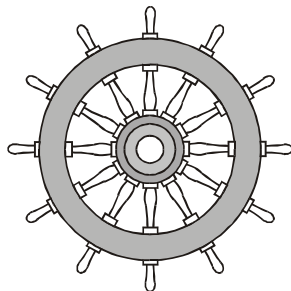
During underway periods, shipboard drills, especially GQ, allow each individual an opportunity to perform his/her assigned emergency duties in a coordinated effort with the rest of the ship. Drills held during GQ are fire, flooding and ship battle problems. Battle problems train repair parties and virtually everyone on board to work as a team.

Non-GQ drills are Flight Quarters, Rescue and Assistance, At Sea Fire Party, Seamanship evolutions, and Engineering and Combat System casualty control drills. It takes a great deal of training to maintain expertise in the proper conduct of all shipboard evolutions, emergency or otherwise. You can expect to be involved in several of these drills. *Preparation and training are the keys to readiness.*

Working Aloft - Do not go aloft on the mast or in close proximity to radar antennae without filling out a "working aloft" chit and obtaining specific permission from the OOD to go aloft. Combat Systems Maintenance Central provides proper safety precautions and working aloft request forms.

WARNING: Radars and certain antennas emit harmful electro-magnetic emissions. Stand clear when energized.

Working Over the Side - Never work over the side without wearing both a life jacket and a safety line that is properly tended. Working over the side requires permission from the OOD and duty BM.



COLORS

Colors are held at 0800 and at sunset each day. Five minutes prior to colors, "First call" will be sounded. Upon execution of colors, one whistle will be blown, whereby you face aft or toward the nearest Ensign, come to attention and salute. If you are in formation, the individual in charge will salute. If you are in civilian clothes or PT gear, stand at attention facing aft without saluting. After colors have been executed, three whistles will be blown for "carry on."

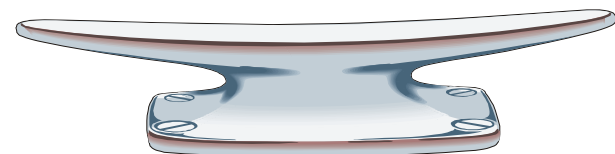
CONDUCT ASHORE

Your conduct ashore is vital to the impression that we leave as United States Navy men and women. We must take this responsibility seriously. Our conduct ashore, either in the United States or overseas, enhances our Navy's image and our country's image abroad. Be on your best behavior and outstanding liberty can be had anywhere. Your actions reflect not only yourself, but also the reputation of BATAAN and that of the United States Navy and your country.

FLIGHT DECK/HANGER BAY PROCEDURES

During Flight Quarters, all personnel not involved with flight operations must stay clear of the Flight Deck, catwalk and port troop walkway. The unique environment and safety requirements of shipboard flight deck operation requires strict adherence to the following procedures:

1. Do not eat, drink, smoke, chew or spit on the flight deck, hangar or weather decks.
2. Do not throw anything over the side from the flight deck or hangar bay at anytime.
3. Do not PT on the flight deck after sunset or before sunrise unless specially authorized.
4. Do not take flash pictures at night while at flight quarters.
5. When allowed, flight deck operations can be observed from the weather decks on the 06 level of the island structure. However, hearing protection must be worn at all times.
6. PT on the flight deck is allowed during daylight hours when the ship is not at flight quarters unless other drills are scheduled.
7. Ensure you clean up any FOD when securing from PT on the flight deck.
8. No one is allowed on the Flight Deck after dark without proper Flight Deck flotation gear.
9. The Ground Support Equipment (GSE) found in the hanger bay and on the flight deck is not to be used as workbenches, platforms or seats.



With respect to saluting aboard ship, the CO will be saluted each time you see him in an open area. He is not to be saluted in enclosed areas such as passageways. Common courtesy such as “Good morning, Captain” is always appropriate. When the Captain enters a space, the first person to see him shall call “Attention on Deck.”

Officers are always addressed and referred to by their title or rank, such as “Admiral”, “Captain” or “Commander.” Warrant Officers are addressed in the same manner as other officers, LCDR and below. Midshipmen and Aviation Cadets are addressed as “Mister” or “Miss”. The exception to this is the Commanding Officer of a naval ship who is addressed as “Captain” regardless of rank and the Squadron Commander is called “Commodore.” The Executive Officer is addressed as “XO”.

Enlisted personnel are addressed by their title. For example, PN2 Jones would be addressed as “Petty Officer Jones.” Chief Petty Officers shall be addressed as “Chief”, “Senior Chief” or “Master Chief” as appropriate. Address the Command Master Chief by that title or “CMC”.

QUARTERDECK ETIQUETTE

The *Quarterdeck* is the area where you will board and depart the ship inport. It is controlled by the OOD and watch personnel. The Quarterdeck area is to be treated with respect. It is not a social area. Conduct your business and move along smartly.

1. Etiquette for boarding the ship

a. *In uniform:* Come to attention at the platform on the top of the brow and salute the Ensign (U.S. flag displayed at the aft end of the ship), then display your ID card while saluting the watch and say “Request permission to come aboard.” When permission is granted, come aboard.

b. *In civilian clothes:* Step onto the platform at the top of the brow, uncover if wearing a cover, and come to attention while facing the Ensign. Then turn to the watch and while displaying your ID card, say “Request permission to come aboard.” When permission is granted, come aboard.

2. Etiquette for departing the ship

a. *In uniform:* Display your ID card while saluting the watch and say “Request permission to go ashore.” When permission is granted, step onto the platform at the top of the brow, come to attention, salute the Ensign and depart.

b. *In civilian clothes:* Uncover as you approach the watch. Come to attention facing the watch while displaying your ID card, and say “Request permission to go ashore.” When permission is granted, step onto the platform at the top of the brow, face the Ensign, come to attention and then depart. If waiting to depart the ship is required, ensure your waiting area is well clear of the Quarterdeck. Under no circumstances should your presence encumber the Quarterdeck.

Heavy Weather - During heavy weather or during high-wind steaming, never go onto the weather decks when permission has been denied by the OOD. Under such circumstances, the word will be passed over all the IMC at intervals not to exceed thirty minutes from reveille to taps. *“The weather decks are secured to all personnel. No one is to go onto any weather deck without the express permission of the Officer of the Deck.”* When this condition exists, you must keep all weather deck doors secured. When you have received permission from the OOD to access the weather decks, the following safety precautions must be observed:

1. At all times, personnel working topside during heavy seas shall wear a standard safety harness which shall have attached a tending line to the “D” ring provided on the belt. A kapok life jacket shall be worn over the safety harness.
2. The tending line will be of sufficient strength to prevent breaking should a wave break over the side and hit the person working. (21-thread mamila or ¼” polypropylene are the smallest tending lines acceptable).
3. The line will be tended from a position out of the weather if possible. Depending on location of the work to be performed, tending from one deck above will be permitted by no fewer than two personnel wearing kapok life jackets. In each case, the tending line will be fastened to a part of the ship’s structure which can withstand the force of heavy waves.
4. During heavy weather, at least two personnel shall be assigned to a weather deck detail. All details will be inspected and briefed by an officer or the leading BM prior to going topside.

EMERGENCY PROCEDURES

As a BATAAN crewmember, you are a member of a team and must learn and practice teamwork from the beginning. Practically everything we do aboard BATAAN involves teamwork to some degree. Here are some of the basic ground rules for certain standard emergency evolutions.

General Quarters - Unless directed otherwise, proceed to station “ON THE DOUBLE” (on the double means at a “dog trot” not a dead run). In manning GQ stations or for any emergency drill, follow prescribed traffic routes. Go up and forward on the starboard side and down and aft on the port side as long as this is possible. Following these routes is always important and even more so at night. Man your station and get equipment in operation and then don battle dress. Always have collars buttoned and trousers tucked in your socks. Topside personnel wear life jackets, helmets and flash protection. Eliminate missile hazards by securing all loose gear. Do not “shoot the breeze” on station and particularly over the telephones or the nets. Use the telephones and nets only for passing orders and instructions for drill purposes when authorized.

Man Overboard - If you see a shipmate go over the side, throw the nearest life ring into the water near the person, and then get the word to the OOD on the bridge (or Quarter-deck) as rapidly as possible. Keep your eyes on the person if possible. If not assigned a man overboard recovery station, report to your regular quarters location and muster. Each person on board must be accounted for rapidly in order to determine who if anyone went overboard.

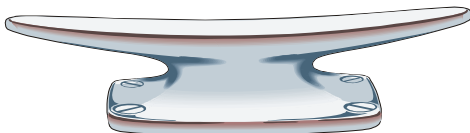
Abandon Ship - If the word is passed, “*Prepare to abandon ship*,” proceed to your assigned abandon ship station on the double. Know where your life raft is located and ensure your life jacket is completely secured. Every tie must be tied. If you have a rubber inflatable jacket on, **DO NOT** inflate it until you are in the water. Remove helmets, if worn at GQ, and put on your cap. Fall in ranks and maintain silence while a muster of all personnel is taking place. Make sure you know the location, distance and magnetic bearing to the nearest land. Listen for this word over the 1MC. Wait for further instructions from your lifeboat officer or petty officer.

Fire Underway - If a fire is discovered or suspected underway, get word to the OOD on the bridge or Quarterdeck as quickly as possible by dialing 211 on any phone. In your initial report, indicate the type of fire, if known, and the location. In describing the location, use the common name of the space for rapid understanding, in addition to the compartment number. If you are at the scene of the fire, stay and fight the fire as best as you can until relieved by the at sea fire party or a repair party.

If a fire occurs underway, all hands should prepare to go to their GQ stations between taps (2200) and reveille (0600). During the hours between reveille and taps the at sea fire party will respond to the emergency and if they determine there is a need to go to GQ, GQ will be called away. For engineering main space fires, BATAAN will always go to GQ.

General Emergency Inport - If a fire occurs inport during the workday or liberty hours, it is handled by the Inport Emergency Team. If you are aboard BATAAN when this happens, but not in the duty section or not assigned to a specific job on the IET, proceed to a muster location as announced on the 1MC and standby to render assistance if needed.

Security Alert - Security alerts are often necessary to protect against the threatened intrusion or imminent violation for the ship’s restricted spaces. Any time you here “SECURITY ALERT” called over the 1MC, stand clear of all passageways, ladders and hatches as armed crewmembers will be rapidly moving to render assistance. Once clear, stand fast (literally, do not move) until the security alert has been secured over the 1MC. Then resume your normal duties.



Even though the electricians have checked a tool for safety prior to issue, always check for yourself before you plug it in. You do not have to be an electrical expert to conduct a basic safety inspection. Some of the things that should be checked before use are dirt, cracked casing, cracked cable, oxidation of the plug prongs, moisture damage and loose connections. Make sure the grounding prong on the plug is longer than the other to ensure that it is grounded before the power is tapped. If you are in doubt as to the condition of a tool, return it to the tool issue room. Never leave a tool plugged in when not in use.

Personal Electrical Equipment - All personally owned electrical equipment, such as radios, cassette decks, electrical razors, cell phones, etc., must be authorized and safety inspected by the Electrical Division personnel prior to being used aboard ship. An inventory of personal equipment is maintained. Portable sound systems (radios, cassette players, etc.,) are authorized for use in the following areas only:

Crew berthing spaces ONLY if headphones are used.
Authorized divisional spaces
Gym
Lounges
Mess Decks during non-meal hours
Flight Deck while jogging or relaxing - not during Flight Quarters

The following personal equipment is prohibited from being introduced and used aboard ship:

Fans	Hot plates
Electric heaters	Immersion-type water heaters
Extension cords	Televisions
Portable air conditioners	Portable refrigerators
Electrical power tools	Hi-intensity sun or heat lamps
Electrical blankets	Electrical clocks (non-battery operated)
Popcorn poppers	

MILITARY COURTESY AND CUSTOMS

Politeness and courtesy toward your shipmates goes a long way toward making it possible to live and work together for long periods of time without getting on each other’s nerves.

While traversing the hanger bay in port, salute and give a respectful greeting when passing a senior officer. Uncover in Officer Country, Chief’s Country, the mess decks and sick bay. Take pride in doing these things. They are the mark of a professional Sailor. The salute, standing at attention, addressing an officer as “sir” or “ma’am” and standing up when speaking to a senior are just as much a part of the Navy’s way of being polite as corresponding courtesies in civilian life.

4. Examination Requirement - Satisfactory completion of the following examinations are necessary to achieve final qualification:

a. *Written* - The 3-M coordinator is responsible for maintaining the test bank for 301, 303 and 304. The senior SK is responsible for maintaining the test bank for 302. Tests will be administered weekly as scheduled by the 3-M Coordinator or the 3M Assistant. The RPPO test will be administered in Stock Control as scheduled by the senior SK. Only those candidates who have completed the required PQS will be given the test. In case of requalification, a copy of your page 4 must be presented before an examination may be administered. The passing grade for all written examinations is 80 percent.

b. *Oral Board* - The 3-M Coordinator or the 3-M Assistant will conduct an oral board only to those candidates who are qualifying for 301 Maintenance Person for the first time. Candidates who are requalifying for 301 do not require an oral board.

5. Final Qualification Authority - Final qualification authority for all watchstations listed under this NAVEDTRA:

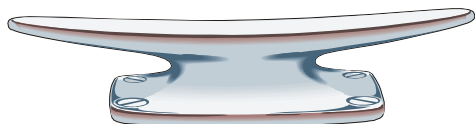
- a. 3-M Coordinator-301, 303, and all enlisted qualifying for 304, 305, 306, 307
- b. Supply Officer/Asst. Supply Officer-302
- c. Executive Officer-all officers qualifying for 304, 305, 306, 307

ELECTRICAL SAFETY

Shipboard life involves many hazards. One of the greatest of these is the risk of electrical accidents. An environment consisting mostly of metal surrounded by water and containing a vast amount of electrical equipment and cables and common 115 volt electricity can very easily become a killer. The best way to avoid inclusion in the death statistics is to acquire a basic understanding of electrical safety and then practice it constantly.

A good starting point in accident prevention is to avoid using electrical tools and equipment other than those issued by the Electricians Mates (EMs). Before any tool is issued or authorized for use, it will be checked for proper insulation, casing, wiring, grounded plugs, etc. The EMs will also issue rubber gloves and goggles to wear. BATAAN's regulations state that no privately owned electrical tools are authorized onboard. Unauthorized tools and equipment will be confiscated.

These precautions will get you started on the right track, but then it's up to you. The rubber gloves and goggles won't do any good unless you use them. If you hold the tool against your body while you are working, you can be electrocuted through your clothing just as well as through your hands.



DAMAGE CONTROL

Damage Control Classifications and Material Fittings - The success of damage control depends on the proper use of watertight-integrity equipment. BATAAN is divided into compartments to control flooding, to withstand CBR attacks, to segregate activities, to provide underwater protection with tanks and voids, to strengthen the structure of the ship and to control buoyancy and stability.

Every Navy ship is divided by decks and bulkheads, both above and below the waterline, into as many watertight compartments as possible. In general, the more extensive a ship's compartmentation, the greater her resistance to sinking. The original watertight integrity, which was established when BATAAN was built, may be reduced or destroyed by enemy action, storms, collisions or negligence.

Fire fighting systems onboard BATAAN are some of the most up-to-date and advanced systems available in the Navy, including six, 2000-gallon AFFF systems that supply finished foam to 58 different hose reels and various different sprinkler groups. HALON systems are located in all main Engineering spaces and all Flammable liquid storerooms. With all of these systems, combined with extensive damage control training, the ship has proven time and again it is more than capable of dealing with any scenario it may ever encounter.

Each crewmember assigned to BATAAN will attend a one week damage control class. They will receive the basic damage control training required to qualify Damage Control 301 - 306. During that week, you will dress out in an Oxygen Breathing Apparatus (OBA), an Emergency Escape Breathing Device (EEBD) and take tours of the ships, learning the location of all 10 repair lockers along with five decontamination stations and six AFFF stations. Damage control equipment and procedures will also be taught. An examination must be passed to complete the basic qualification.

Material Conditions of Readiness - Material conditions of readiness refer to the degree of access into an area and the system of closing hatches and other openings to limit damage. Maximum closure is not always maintained because it would interfere with the normal operation of the ship. For damage control purpose, ships have three material conditions of readiness, each representing a different degree of tightness and protection. They are X-RAY, YOKE AND ZEBRA.

Condition YOKE provides somewhat more protection than XRAY. YOKE is set and maintained at sea. Inport, it is maintained at all times during war and after regular working hours during peacetime. YOKE closures, marked with a black Y, are secured during YOKE and ZEBRA.

Condition ZEBRA is set before going to sea or when entering port during war. It is set immediately, without further orders, when GQ stations are manned. Condition ZEBRA is also set to localize and control fire and flooding when not at GQ stations. When Condition ZEBRA is warranted, all closures marked with a red Z are secured.

Once the material condition is set, no fitting marked with a black Y or red Z may be opened without permission of the Commanding Officer through Damage Control Central. Additional marked fittings for specific purposes are modifications of these three basic conditions.

A CIRCLE X-RAY fitting, marked with a black X in a black circle, is secured during Conditions X-RAY, YOKE and ZEBRA. Circle YOKE fittings, marked with a black Y and a black circle, are secured during conditions YOKE and ZEBRA. Circle XRAY and circle YOKE fittings may be opened without special authority when going to and from GQ and when transferring ammunition. When open, these fittings must be guarded for immediate closure if necessary.

DOG ZEBRA fittings marked with a red Z and black D are secured during darken ship conditions. The DOG ZEBRA classification applies to weather deck accesses.

WILLIAM fittings marked with a black W are kept open during all material conditions. This classification applies to vital sea suction values supplying main and auxiliary condensers, fire pumps and spaces that are manned during Conditions X-RAY, YOKE and ZEBRA. It also applies to vital ship values that, if secured, would impair the mobility and fire protection of BATAAN. Circle WILLIAM fittings marked with a black W in a black circle, are normally kept open (as WILLIAM fittings are) but must be secured against CBR attack.

Remember- It is the responsibility of all hands to maintain the material condition in affect. If it is necessary to break the condition, permission must be obtained from the OOD. A log is maintained in Damage Control Central at all times to show where the existing condition has been broken, the number, type and classification of fittings involved and the name, rate and division of the personnel requesting permission to open or close the fitting, and the date and time the fitting was opened or closed.

How to Report a Fire - Fighting fires aboard ship is one of the most dangerous and difficult jobs to perform. The sooner a fire is detected, the easier it will be to extinguish. Follow these simple rules upon discovering a fire:

1. Call the following number: 211
2. Report the following:
 - a. Type of fire or color of smoke if known.
 - b. Compartment name and number
 - c. Your name/rate.
3. Use applicable type of portable extinguishing agent to contain or put out the fire if possible.
4. Set condition ZEBRA in the area.
5. Remain at the scene until the fire party arrives.
6. Break out fire fighting equipment if locally available.

You will be living and working in a highly industrialized environment during your assignment aboard BATAAN. Be aware of your actions and surroundings at all times. Never touch equipment which you have not been instructed on. Never lean against or rest your feet on lifelines, rigging or cables which might give way and allow you to fall over the side. Never touch red tagged panel circuit boxes or valves as this equipment is under repair and your actions could endanger a crewmember somewhere down the line. Finally, always think about the hazards of skylarking in confined areas. With just a few precautions and some common sense, you can make keep safe.

3-M REQUIREMENTS

All personnel reporting aboard must qualify in 3-M PQS based on time limit prescribed by NAVEDTRA 43214-H as of May 2000.

1. **Qualification** - Time limits are established for the following watchstations:

Qualification	Initial Time	Requalification
a. 301 Maintenance Person	12 weeks	12 weeks
b. 302 Repair Parts/ Supply Petty Officer	4 weeks	4 weeks
c. 303 Work Center/ Group Supervisor	12 weeks	6 weeks
d. 304 Division Officer	12 weeks	6 weeks
e. 305 Departmental 3M Assistant	2 weeks	N/A
f. 306 Department Head	12 weeks	N/A
g. 307 3-M Coordinator	12 weeks	N/A

2. **Requalification** - The following watchstations require requalification onboard BATAAN by passing the written test only:

- a. 301 Maintenance Person
- b. 302 Repair Parts/Supply Petty Officer
- c. 303 Work Center/Group Supervisor
- d. 304 Division Officer

3. **No requalification** - Completion of the following watchstations prior to reporting to BATAAN will be accepted. No requalification is required.

- a. 305 Departmental 3-M Assistant
- b. 306 Department Head
- c. 307 3-M Coordinator

